\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Playcentre Excursion Consent

Trip Date and Time:

Place: Meet at:

Excursion Planned by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name/s)

Safety briefing for children done by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at (when/where): \_\_\_\_\_\_\_\_\_\_\_\_\_

Adult/Child Ratio to be used: *Please circle as appropriate* 1:1 / 1:2 near water / 1:3

(1:3 is the maximum ratio allowed on any trip, risk assessment must be undertaken when finalising the ratio to be used)

Method of Travel:

Please note: by signing your permission below you agree that if your vehicle is providing transport, it holds a current Warrant of Fitness and Registration and all children will travel in approved child restraints as per the Land Transport Regulations and Early Childhood Education Services 2008 Regulations HS17 and HS18. Refer excursions policy for more information.

**\*By signing this form parents/guardians agree they have read the risk assessment on the following page and if attending provide supervision as agreed. You are also giving permission for child/ren to attend this excursion and to the adult/child ratio and method of travel as stated.**

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| --- | --- | --- | --- | --- |
| **Child’s Name** | | **Name of parent or Buddy attending.** If parent not attending, include parent’s contact phone number for the day | **Parent/Guardian’s Signature** for approval of child’s attendance | **Additional Info** e.g. V = vehicle available |
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**Risk Assessment and Management (“RAM”)**

Complete a site-specific risk assessment and management plan for each site. Brief adults and children.

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| **Destination:** |  | |
| **Date of Trip:** |  | |
| **Estimated Attendance** (numbers) | Adults: | Children: |
| **Adult Training Levels** | Playcentre Course Levels Attending C4 C3 C2 C1 TR | First Aider/s: |
| **Extra Assistance** | Any children or adults who will need extra assistance during this trip (eg: mobility, buddy required etc) | |
| **Transport/Logistics**  eg: Vehicles used |  | |
| **Safety Briefing:** | When: Where: By:  Key Points: | |

| 1. **Risk or hazard** | 1. **Management / control** | 1. **Additional information** |
| --- | --- | --- |
| **Missing child** | Ensure appropriate ratio, and that adults are providing supervision as agreed. Method of supervision (circle or highlight)  a) Having planned groups with particular adults responsible for a group of 3 or less children. (eg: Adult with own child/ren and allocated buddy children) they conduct regular checks that their group is together  b) Moving together as a whole group with nominated leaders ensuring children do not separate from the group. Whole group headcounts conducted regularly.  **Trip Requirement : Have children wear name badges with Centre name and a phone number (a number that will be answered during the trip)** | Follow missing child procedure in event of missing child.   1. Head count 2. Notify all adults 3. Assess where and when child last seen 4. Search venue (length of search will be determined by type of hazards) 5. Notify venue, police and parents (if not on site) 6. Advise Association on 4153321 7. REFER POLICY |
| **Water Hazards:**  (including ponds, streams, beaches, pools, boat or ferry trips etc) | Which Ratio will be used? 1:2 (maximum near water) or 1:1  Will this ratio be maintained for the whole trip?  Will children only be taken near the water hazard in smaller groups?  Safety discussion with children before visiting site. | Ensure you state where the particular water hazard is: (e.g. pond (where located), beach)      Boundaries of where people are allowed to go and have a mechanism to alert other adults if help is required (eg: whistle or buddy system) |
| **Roads and car parks** | Safety discussion with children before moving to the car park and/or road.   Options for management include: Walking / No running Hand Holding Higher Ratio  Use of Pushchairs/Carrier for infants/toddlers Hi-Viz |  |
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Other examples of hazards may include off-leash dogs or other animals, the public / strangers, glass or dangerous materials, high equipment.

If attending a large venue or Council park or site, print their RAM forms from their websites and take those identified hazards and risks into account when carrying out your own RAM.